

**CITY OF LYNNWOOD
HUMAN SERVICES COMMISSION MINUTES
January 5, 2017 Meeting**

Call to Order

The meeting was called to order by Chair Reitan at 6:30 p.m.

Roll Call

Commissioners Present:	Staff Present:
Michelle Reitan (Chair)	Chanda Emery, Sr. Planner
Kathy Coffey (Vice Chair)	Paul Krauss, Community Devt. Director
Julio Cortes	Sgt. Cole Langdon, Comm. Health/Safety
Pam Hurst	
Peter Schmidt	
Sandi Farkas	
Mary Ann Dillon	
	Other:
Commissioners Absent: None	Shannon Gaule, Homeless Engagement Liaison

Approval of Minutes

1. Approval of minutes of the December 1, 2016 Meeting

Commissioner Farkas referred to the roll call and noted that Commissioner Coffey (not Commissioner Farkas) is actually the Vice Chair Elect for 2017. She also referred to page 6, line 8, regarding volunteering for the United Way Poverty Simulation and noted that her name should be replaced with Commissioner Dillon.

Motion made by Commissioner Farkas, seconded by Commissioner Hurst, to approve the 12/1/16 Human Services Commission minutes as corrected. Motion passed unanimously.

Petitions and Communications

Senior Planner Emery distributed a flyer regarding the City of Lynnwood Heroes Café Grand Opening and information about a free fair housing training for Volunteers of America for information purposes.

Commissioner Dillon thanked Commissioner Hurst and Director Krauss for setting up Saturday's Neighbors in Need breakfast and inviting the commissioners to join. Commissioner Hurst suggested that they have another opportunity to help out in six months. There was consensus to do this again.

1
2 Senior Planner Emery presented the 2016 Annual Report of the Lynnwood
3 Human Services Commission which was based on the Planning Commission
4 format. She solicited comments about the format and the content.

5
6 Commissioner Farkas asked about the project listed as emergency shelter to
7 host homeless college-age students with temporary, safe emergency shelter.
8 Director Krauss explained this is new. Pastor/Councilmember M. Christopher
9 Boyer was willing to work with Reverend Kim to do this project. Next week there
10 will be shelters for five students in a self-fenced enclosure behind Good
11 Shepherd Baptist Church. These are adults enrolled in community college who
12 have no place to live.

13
14 Bill Gable with Workforce Snohomish stated that Reverend Kim has been using
15 her own funds through the NEST mission to help these individuals. He works with
16 Reverend Kim and also on a Homeless Veterans Reintegration Program. They
17 have been working on trying to get individuals into Fair Start Programs in Seattle
18 and working with veterans to help them get housing and get apprenticeships.

19
20 Vice Chair Coffey asked about the Commission's involvement in this. Director
21 Krauss commented that it was listed here because the first time staff ever heard
22 about Reverend Kim was when she came to talk to the Human Services
23 Commission. This Commission provided a forum for her to make a proposal and
24 make her needs known.

25 26 **Staff and Commission Reports**

27
28 None

29 30 **Discussion**

31 32 1. Guests:

- 33 • Lark Kesterke, Director of Impact and Investments, United Way of
34 Snohomish County
- 35 • Angela Neubauer, Edmonds Center for the Arts, Leadership
36 Snohomish County
- 37 • Bill Gable, Workforce Snohomish, Homeless Prevention Program
38 for Veterans, Apprenticeship Advisory, Leadership Snohomish
39 County
- 40 • Karri Matau, Community Foundation of Snohomish County,
41 Community Foundations Grant Program, Non-profit Services
42 Training Program

43
44 Ms. Kesterke presented information and materials regarding the possibility of
45 hosting a Poverty Simulation in Lynnwood. This would be a half-day workshop
46 where individuals are put into family units with roles and tasks they have to do.

1 These events are intended to increase empathy and awareness about the
2 complexity of poverty. She discussed how this went when it was conducted in
3 Arlington.

4
5 Commissioner Cortes said he heard great things about the poverty simulation
6 conducted in Arlington. It was an eye-opening experience for the people
7 involved. He spoke in support of conducting one in Lynnwood.

8
9 Commissioner Dillon thanked them for the presentation and spoke in support of
10 bringing the poverty simulation to south Snohomish County.

11
12 Commissioner Hurst asked about any costs and about the goal of the event. Ms.
13 Kesterke explained that there is a sponsor, and Trinity Lutheran has offered to
14 host the event on February 8, but in order for it to be meaningful she
15 recommended that there be an idea of how this can help move the HSC's or
16 Lynnwood's work forward. If February is too soon, they can do it later. The goal
17 could be something as simple as raising awareness about the problems and
18 resources available.

19
20 Commissioner Farkas said she loved the idea. She asked how long Arlington had
21 to promote their simulation. Ms. Kesterke said they had about a month, but they
22 also had a lot of support from the Mayor.

23
24 Commissioner Hurst asked the Commission if the purpose of this would be to
25 raise staff awareness or community awareness. Vice Chair Coffey stated it would
26 be community awareness which would also include staff. Commissioner Hurst
27 commented that if it was for the general population there should be something in
28 place to plug in people who want to help or donate.

29
30 Commissioner Schmidt spoke in support of delaying this for a later time given the
31 fact that the HSC is looking at a Needs Assessment and a rating tool. Director
32 Krauss commented in support of making sure that some of the service clubs and
33 faith institutions have an opportunity to participate in the simulation.

34 Commissioner Schmidt concurred and noted that Edmonds Community College
35 would also be a good group to involve. Ms. Kesterke indicated that the event they
36 had in Arlington had about 100 people, but it could be even bigger. She
37 explained that the challenge with a large group is making sure that the non-profit
38 groups are ready for a large influx of willing volunteers. A more targeted group
39 might be something worth considering.

40
41 Vice Chair Coffey commented that one of the things the Commission did last
42 year was to create a list of service providers in South County, so that groundwork
43 has already been laid. Commissioner Dillon commented that if they are thinking
44 strategically, Project Homeless Connect happens in July so maybe doing it in late
45 spring would be beneficial. It could also be good to prime the community around

1 potentially passing a housing levy later this year. Chair Reitan spoke in support
2 of waiting until they are ready to put volunteers to use.

3
4 Vice Chair Coffey discussed the Step Up event on April 28 at the Lynnwood
5 Convention Center which relates to understanding and implementing racial
6 equity. This is a no cost, all-day workshop that Leadership Snohomish County is
7 hosting with partner organizations. If the simulation happened in early April the
8 follow up could be attending that event.

9
10 Chair Reitan noted that it seems like they definitely want to do it, but they need to
11 decide on the timeframe and the target. Commissioner Hurst suggested that
12 someone from the committee be in communication with Lark to discuss this
13 further. Director Krauss recommended that a couple commission members work
14 on this and come back to the group with some ideas in February regarding not
15 only the date, but the audience and the follow-through. Commissioners Dillon,
16 Coffey, and Cortes(?) expressed an interest. Senior Planner Chanda Emery
17 stated she also would help and would coordinate with Trinity Lutheran on a date.

18 19 2. 2017 Human Services Evaluation and Rating Tools

20
21 Senior Planner Emery explained that the Rating Tools packet was put together
22 by another jurisdiction that was doing research on what other cities were doing
23 when they were rating these applications. She encouraged the commissioners to
24 look at the examples and see if there is one they would like to use as a template.

25
26 Commissioner Farkas said she liked different parts of different tools. She liked
27 the simplicity of the numbering system of Auburn and Tukwila's tools. She liked
28 the questions from Renton's tool, and she liked Sammamish's comments box.
29 She suggested simplifying the columns on the City of Renton's application with a
30 simplified numbering system so there would be room for a comment box.

31
32 Chair Reitan agreed that she liked the City of Auburn's simplicity. She also liked
33 the outcome measures. She liked the City of Renton's application also because it
34 gave a little more detail about what they were looking for.

35
36 Commissioner Dillon pointed out that they would have to give weight to the
37 different areas. Commissioner Farkas suggested that they might need to have
38 the RFP figured out and the focus of the grant before they start looking at
39 weighting different sections. Senior Planner Emery noted that they could wait for
40 that.

41
42 Commissioner Schmidt recalled that there was a rubric already created from
43 when he participated in the Community Grants program under the previous
44 mayor a couple years ago. He agreed it would be good to know what is on the
45 front end before they finalize the rating tool. He said he liked the idea of a Likert
46 scale with a couple of comment boxes.

1
2 Chair Reitan commented that Verdant locks their comment section so there are a
3 limited number of characters available. She recommended doing that on the
4 application.

5
6 The Commission thanked Senior Planner Emery for compiling this packet. There
7 was agreement to have some discussion about what might be on the RFP.

8 Director Krauss suggested getting clear on what they are looking for in order to
9 save time. Chair Reitan noted that in their discussions homelessness, mental
10 health, and veterans have been the big topics. She agreed that they should
11 narrow down what they are looking for. Commissioner Schmidt referred to the
12 Key Issues as listed in the Executive Summary and commented that it is an
13 excellent start. There was general agreement. Vice Chair Coffey commented that
14 with the limited funding they have available, keeping it to the key issues and
15 keeping the metric simple (like Auburn and Sammamish) would be appropriate.

16
17 Commissioner Farkas recommended keeping it a little open within the five focus
18 areas to allow creativity for service providers. Commissioner Dillon stated that
19 encouraging partnership and collaboration is very important. There was general
20 consensus on this. Director Krauss agreed and suggested that the ability to
21 leverage resources is also very important.

22
23 Senior Planner Emery asked the Commission about the size of the grants since
24 there is \$75,000 available. Should there be a minimum and a maximum
25 established for the grants? Commissioner Schmidt suggested that three \$25,000
26 grants would be enough to get something rolling, particularly if they partner with
27 another organization. Commissioner Cortes suggested that they could have a
28 tiered approach where the one project that seems the most beneficial and needs
29 the most amount of money gets a big cut, then the middle project gets a little
30 less, and the smallest project gets the smallest portion. He suggested that the
31 application assess if the project would touch on one of the key issues and if it
32 would make a real impact for the City in preventing homelessness.

33
34 Commissioner Farkas asked if they want to get grants that cover multiple focus
35 areas or if they want to leave it open and see what people submit. She
36 recommended that they should cover multiple focus areas and that on the
37 application they should have a tag on that so they can compare apples to apples.
38 Vice Chair Coffey suggested that the rating scale could give extra points for each
39 extra area it covered, and then it wouldn't eliminate a grant that went in depth
40 and had great results in one area. Commissioner Dillon commented that a City of
41 Everett grant had four areas with specific focus areas within each area. She
42 added that anything less than \$5,000 might not be worth administering.
43 Commissioner Schmidt noted that there should be a budget proposed within any
44 application. Commissioner Dillon noted that Everett also had a project
45 description, your experience and ability to perform, outputs, outcomes, cost, and
46 feasibility.

1
2 Chair Reitan suggested asking which focus areas the project would be
3 addressing, how they would collaborate with other agencies, how a grant would
4 help them leverage other funding or how it would help them begin or sustain a
5 project. Commissioner Farkas stated she would like to see something about the
6 number of people (and Lynnwood citizens) the project would impact.
7 Commissioner Schmidt stated that in a lot of contracts his organizations gets with
8 King County they identify the number of people served, how many people will
9 show improvement, etc. Director Krauss suggested asking what kind of
10 timeframe the applicant needs to realize its goals.

11
12 Commissioner Dillon summarized the following questions/topics for the
13 application: five key areas, project description, who the project would serve,
14 service delivery area, model, best practices, collaboration, partnership, attention
15 to diversity/cultural competence, experience, outcomes, cost-per-unit, budget,
16 budget narrative, and sustainability. Chair Reitan said she hoped they could
17 finalize the RFP at the next meeting and get it out in February with a four or five-
18 week turnaround. Commissioner Schmidt suggested it might be possible to do it
19 sooner with the excellent outline provided by Commissioner Dillon. There was
20 consensus to have staff put together an RFP and send it out to commissioners
21 for review.

22
23 Commissioner Dillon asked if they would be requiring applicants to come in for
24 face-to-face interviews. Commissioner Schmidt thought that would be good.
25 There was discussion about the potential timeline. Commissioner Farkas thought
26 it would be difficult to do face-to-face interviews with the compressed timeline
27 unless they do a special meeting. Director Krauss pointed out that any
28 recommendation would still have to go through the City Council work session and
29 meeting process which would take about another month. Commissioner Farkas
30 noted that these are not going to be huge grants and they might be able to forego
31 the face-to-face meetings this first round. If there are clarifying questions they
32 could go through Chanda. There was discussion about possible scenarios.
33 Director Krauss commented that they also need to have a process how they will
34 handle potential conflict-of-interest applications.

35
36 There was discussion about how to divide the funding. Commissioner Hurst
37 spoke in support of just having three \$25,000 grants as suggested by
38 Commissioner Schmidt to keep things simple. Vice Chair Coffey asked if all the
39 funding was for the Human Services Commission. Director Krauss thought that
40 the Human Services amount was \$75,000. He stressed that the Human Services
41 Commission would be making a recommendation to Council, and Council would
42 make the final award. He spoke in support of having a range that agencies could
43 apply for such as \$10,000-\$25,000. Chair Reitan concurred noting that it would
44 allow groups of different sizes to apply for what they actually need. There was
45 consensus to go with the \$10,000-\$25,000 range and fund as many projects as
46 possible.

1
2 Chair Reitan summarized that staff would proceed with getting the RFP out this
3 month.

4
5 **Old Business**

6
7 1. Finalize and Adopt 2017 HSC Work Plan

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9 Senior Planner Emery noted that this is a tentative work plan and can be
10 changed at any time.

11
12 Vice Chair Coffey asked that there be time at the next meeting to have
13 discussions about the work plan and the deliverables and commission tasks.

14
15 **New Business**

16
17 1. Review and Approval of Needs Assessment

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19 *Motion made by Vice Chair Coffey, seconded by Commissioner Farkas, to*
20 *approve the Needs Assessment. Motion passed unanimously.*

21
22 **Council Liaison Report**

23
24 Director Krauss commented that he wasn't sure who the Council Liaison would
25 be for 2017.

26
27 **Director's Report**

28
29 Director Krauss commented that he had talked to Robert Smiley at the Neighbors
30 in Need breakfast about the tent encampment ordinance that nobody has ever
31 used. Mr. Smiley and Dee are interested in that ordinance and have requested
32 copies of it.

33
34 Shannon Gaule, Homeless Engagement Liaison presented copies of the one-on-
35 one interviews that were done with 50 Lynnwood residents experiencing
36 homelessness. There was also a copy of the Survey Monkey surveys that went
37 out to direct service providers and agency directors, elected officials, and
38 department heads. She announced that she and Sgt. Langdon have been able to
39 recruit and get housed the number of people plus a few extras that they were
40 tasked with.

1 **Adjournment**

2

3 The meeting was adjourned at 7:57 p.m.

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Michelle Reitan, Chair